

SEA/CBA Collaborative Meeting

02/20/2019

District Office

SEA: Michelle Kerslake, Dawn Gunnar

SSD: Chad Quigley, Chris Scacco, Chris Miller

**SEA Topics:**

-SMS math teacher Plan Time

-Safe schools

-11 Admin tri days- new to this year's contract + up to 5 more from a pool - Chad explained the admin TRI and Optional days did not change for the 2018-19 year. There is 16 TRI and 5 optional for each administrator which is the same as was provided in the 2017-18 school year. After discussion it was determined that the question was in regards to the building administrators and their 5 soft days not a pool of additional TRI days. The 5 soft day schedule was also unchanged from their prior MOU agreement.

-Green sheet for IEP meetings in excess of 30 min after contract for general education teacher rep

-Question of process procedures for HS student behavior contracts and addressing student behaviors

**SSD Topics:**

Review of Old Business - Chad

Financial Update - Chris S.

**Old Business**

Chad Reviewed Business Items from Previous Meeting

Retirement Notifications: Chad shared that there were no changes for certificated staff since the last meeting. There were 2 certificated retirement notices at this point. Chad will send out another reminder about the Early Notice Stipend.

Walk throughs/feedback: Chad took the concern to all administrators at their business SDLT meeting.

Problem Solving: Chad reached out and followed up with the concerns that were brought to the table, it sounds like conversations are happening now at various buildings. CHad also shared the interest of the District to insure conversations are being had at the buildings where concerns originate with the staff and administrators prior to collab meetings as was discussed at the recent Business SLDT meeting with Chad and principals.

PE Threat: I'm still working on this.

Student Discipline: At Cab this discussion expanded to transitioning among groups of students from one building to the next to start the next school year. There is no resolution at this point

other than administrators are having the conversation about how to improve on transition meetings and working to identify what might be missing in the way of supports for kids?

Concern on Interim Assessments: Nothing to report but concern will be forwarded to T&L.

## **New Business**

SSD Topic

### **- January Financial Update**

Chris S.: This is our most current update. (Handout Provided) The financial status report is available the 15th of the month following the month reported (i.e. the January report would be available by the 15th of February). The financial status report always includes the two-page summary report that I put together from the system generated report. The first page is for the general fund and includes budget to actual information for revenues and expenditures. It also shows the ending fund balance (cash reserve) for the month presented. January represents 41.67% through the school year (5/12). I look at this number to see if revenues received to date and expenditures expended to date are around that number each month. We currently spent 39.6% of the budgeted appropriations. I will most likely have to ask for a budget extension due to salary increases.

Looking at the ending fund balance that is what we ended at with January and the 8.9% reserves amount. Generally we run a little high right now, and we spike up in April due to taxes coming in. The fund balance will be used to help offset our cuts over the next three years to sustain the salary increases and levy losses. We are still projected to bring that balance to 8% at the end of the 2021-22 school year.

The legislature is still in session. The loss in levy funds is what is driving the biggest dilemma and is where we have to figure out what changes to make. Our draft plan right now is to reduce certificated staff by 11 teachers. This includes one Dean at JCP.

This gives you a snapshot look at our finances. We budgeted an \$800,000 transfer to capital funds, but we won't be transferring that amount this year. We will be transferring \$400,000 this year.

On the other pages show finances to date for the other funds (i.e. ASB, TVF, DSF, and CPF). Debt service fund exists only to service our debt. Transportation vehicle fund exists to buy buses. The revenue comes from the depreciation on our current buses, this amount is then used to buy new buses.

The Capital Projects Fund exists to fund Bond projects. Bond money is paying for the Kinder/1-2 campuses. Non-bond funds go to finance the other capital projects

that are not part of a voter passed bond (i.e. paint, carpet replacement, HVAC work, asphalt, parking lot striping, etc.

**SEA: Plan Time**

It was shared that there is a concern that plan time is being used for instructional coaching, as opposed to using it to plan lessons. This time, although it can be used for coaching, is still important for planning lessons.

Chad to follow up on the concern with SMS administration.

**SEA: Safe Schools**

It was shared that there is a concern that there is no longer any contracted time to complete the SafeSchools training. It is now being done outside of contract time, and it was asked if there was any other options or ways to look getting this training. It is understood that there is state-mandated training that Teachers are required to have.

Chad: There was/is a lot of ongoing clean up of the system. This year's training wasn't released as early in August as it usually is. This will be fixed this next year. Also there was a miss on the overall PD schedule for the optional days in August as well. We will look at this for this upcoming year and look to provide time during one of the August optional days.

Chris S.: Reminded the group that staff are contracted professionals and this is a responsibility that they need to complete as well.

SEA: How was the decision to use modules made?

SSD: The in-person training that was provided didn't cover all of the state-mandated requirements. These modules also give everyone the flexibility to complete the training as their time allows and buildings to provide time in August that works better for them than just a single option that isn't as efficient.

SEA: Can we open the window in August for training for a couple weeks?

SSD: Yes, we will look at doing this for the upcoming school year.

Chad and Chris M will continue to clean up the system, and look into bi-annual schedules as well as overall continuing to clean up the system.

**SEA: Admin TRI TOPIC**

It was shared that there was some confusion regarding the admin contracts regarding Tri for administrators. There is language that there are 11 days and with 5 days in a pool if needed.

Chris: They get 16 TRI days, and 5 optional days for professional development. They also have soft days which a principal can count up to 5 days of outside the work time towards their contracts for night duties. Such as basketball games, or band concerts. This is already paid in their contract, but they have to log it. However TRI did not change from the last contract.

Dawn: So it's already in their salary but they have to document it.

Chad: So I would have a spreadsheet and would plan my soft days. For instance 2/19 I have a band concert for 2 hours. I would do this until it is used up. The 5 soft days administrators are required to complete did not change this year.

### **SEA: IEP CONTRACT DAY**

It has been brought to attention that not everyone knows that meetings after contract time can be green sheeted. Specifically for those IEP meetings that go beyond the 30 minute mark. Can this get communicated to everyone?

Chris: We pay per-diem for planning time that crosses over with IEP meetings.

Chad to follow up with Betty on options for these unique IEPs.

### **SEA: DISCIPLINE BEHAVIOR CONTRACTS**

It was shared that there are inconsistencies between how behavior improvement contracts are being filled out and utilized, depending on who they are assigned to. There is a growing feeling that safety is deteriorating. There have been multiple attempts where teachers have voiced these concerns to administrators and no changes seems to be taking place. There is also a request that more education on Gang activities is needed.

Chad to follow up with buildings to gather more specifics.

### **SEA: Student discipline- Teacher who was threatened**

It was shared that there is an observation that communication/consistency is lacking between administrator's in regards to discipline. It is understood that there might be conversations happening that aren't seen, which is ok, but from this view it looks like inconsistency, and as if communication is not happening between administrators.

Dawn: If students behavior dictate it, do they get put into the alternative program or is it a choice?

Chris S.: There is the option of online classes, but there is a lot of counseling. For the academy there is a list of criteria that have to be met, including a substance testing.

Chad: We don't have the authority to say students have to go to the academy, but we can have the conversations on how to help the student be successful and the Academy is one resource available to students.

Chad to follow up with buildings regarding perceptions and this concern.